

COUNTY TRANSFER LETTER

PURPOSE: To provide two ways to request residence verification and the transfer of case records between counties. Option 1 is a letter that may be sent from office to office and option 2 is a terminal screen using the E-MAIL system. Both of these options may be used for both Income Maintenance and Food Stamp cases.

NUMBER OF COPIES AND DISPOSITION: Option 1: NCR paper letter. Three copies; mail the original and first carbon copy to the appropriate county office and file the second carbon in the case record. Option 2: The IM-42A in the E-MAIL system has been divided into two parts: The requesting county uses first part, IM-42A (Part A), and the receiving county uses second part of the IM-42A (Part B). If using the E-MAIL system, prepare an E-MAIL message using the IM-42A, send a copy to the appropriate county, and then print a copy for the case record.

Note: NCR paper requires that the worker print firmly so that all copies will be legible.

MANUAL REFERENCE: Income Maintenance Manual, Chapter I Through IX

INSTRUCTIONS FOR COMPLETION: Use this form as either: 1) a letter or 2) a two part terminal screen IM-42A (Part A) or IM-42A (Part B) using the E-MAIL system. Although the formats are different, the completion instructions are the same for both options.

For the IM-42A Letter, the requesting county fills in the top part of the page and the receiving county completes the bottom part.

The initiating county completes information on the E-MAIL IM-42A (Part A). The IM-42A (Part B) may also be used for a county to initiate authorization for transfer to their county when residence has previously been established.

This form may be typed, handwritten or entered on E-MAIL.

IM-42 (Part A)

Date: Enter the date the form was sent.

Inside Address: Enter the name, address, and telephone number of the county office to whom this letter is being mailed.

Case Name: Enter the Claimant's full name as shown on last IM-5 or IM-105.

Case Number: Enter the claimant's case number.

Social Security Number: Enter the claimant's social security number.

Birthdate - Race - Sex: Enter the claimant's birthdate, race and sex.

Former Address: Enter the claimant's former address; street address, city state and zip code.

At: Enter the new address of the claimant.

Check or enter "X" in the appropriate () to indicate information requested.

Caseworker: The signature of the caseworker requesting the information is required on the paper form. Enter the name of the caseworker on the E-MAIL screen.

IM-42A (Part B)

The receiving county completes information on the IM-42A (Part B). This section may also be used for a county to initiate authorization to transfer when the new county has already verified residence.

Date: Enter the date the form was sent.

County Office: Enter the name of the county.

Telephone Number: Enter the county phone number.

Case Name: Enter the claimant's full name as shown on the last IM-5 or IM-105.

Case Number: Enter the claimant's case number.

Check or enter "X" in the appropriate () and enter the information requested.

NOTE: The transferring county must request the new caseload number for Income Maintenance cases, and the School District Code for AFDC cases with the exception of cases based on poverty standards. The receiving county must supply the new county number, caseload number, worker number and supervisor number and when requested, the school district code on the IM-42A. At the time of the case transfer, the transferring county must complete an IMU5 transaction, with the new caseload number, worker number and supervisor number. For Food Stamp cases, the case must be closed before the transfer.

SPECIAL INSTRUCTIONS FOR ELECTRONIC MAIL (E-MAIL)

This blank form is a shared document that E-Mail users can retrieve and use to request a county transfer IM-42A (Part A) or approve a county transfer IM-42A (Part B).

Signing on and Getting the Correct Menu and Form:

To get the correct menu and form, you must:

1. Sign on according to PS/CICS instructions;
2. Select number 4, "Create a Document" from the main menu and press enter;
3. Select number 1, "Create a Document" from the create document selection menu and press enter to get the screen, "create description for editable document."
4. Make no changes to the document name.

5. Press the tab or return key to move your cursor to the blank subject field;
6. Type the client's name in the subject field of the document. When finished press the tab or return key until you are on the first letter of the base document name. If there is a base document name, type over it.
7. Type "IM-42A (Part A)" or "IM-42A (Part B)" in the base document name, then delete the remaining characters and press enter.

Using the Blank Form:

To use the blank form you have just retrieved:

1. Complete the IM-42A (Part A) or IM-42A (Part B) in accordance with the Forms Manual Instructions. NOTE: The different format is necessary due to the constraints of the E-MAIL system. Type in your identifying information directly over the dashes provided (do not delete unused dashes after you have made your entry). To move to the next line use the return key.
2. Use the PS/CICS instructions for other tasks.

Sending and Filing:

After you have typed and filed the document, you must:

1. Send the document to the County Office USER-ID that has the case you are needing transferred.
2. Print and file a copy of the transfer request in the case record or establish some other control until you receive a response on the IM-42A (Part B).
3. When you receive a reply, put it in the case record and prepare the case for transfer (or take the necessary action before transferring).

